



# State of Nevada

## *e-government Steering Committee*

### Policy

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#### 1. PURPOSE

The State of Nevada is committed to protecting the privacy of visitors to our websites. This policy provides guidelines for executive branch organizations wishing to augment the state's Online Privacy Policy with additional information pertaining to their organization.

#### 2. SCOPE

All Nevada state executive branch organizations must adhere to the policy in this document to the extent of the governor's authority. This policy applies to all state Internet sites but does not apply to state Intranet sites.

#### 3. EFFECTIVE DATES

The requirements of this policy are effective 90 days after sign-off by the Governor or his designee.

#### 4. RESPONSIBILITIES

Nevada state executive branch organizations are solely responsible for acting in a prudent manner with regard to any information captured from users who access their organization's websites. They must provide organization-specific privacy information as appropriate to augment the State of Nevada Online Privacy Policy.

A link to the State of Nevada Online Privacy Policy and any additional agency-specific privacy policy is required on each agency's home page and every page of a web site that collects personal information or incorporates an e-mail or other online form where users may submit questions or comments.

#### 5. RELATED DOCUMENTS

State of Nevada Web Style Guide Policy ([http://nitoc.state.nv.us/document\\_index.htm](http://nitoc.state.nv.us/document_index.htm))

State of Nevada Security Policies

State of Nevada Standardization of State Agency Web Site Home Pages

(<http://www.webmaster.state.nv.us>)

World Wide Web Consortium (WC3) Privacy Preferences Specification (<http://www.w3.org/P3P/>)

Children's Online Privacy Protection Act (<http://www.ftc.gov/bcp/online/pubs/buspubs/coppa.htm>)

Federal Trade Commission Privacy Initiatives <http://www.ftc.gov/privacy/index.html>

#### 6. POLICY

Any executive branch organization that chooses to augment the state privacy policy must address the following in their policy:



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#### 6.1. Notice

Users should be given notice of the website owner's data collection practices including the nature of the data collected, the purpose for which it will be use, the potential recipients of the data and methods used to safeguard the data.

#### 6.2. Choice & consent

Users should have the choice as to whether and how information used by them is collected except where otherwise mandated by statute.

#### 6.3. Access

Users should have the right to access data about them and a means to contest the accuracy and completeness of that data.

#### 6.4. Integrity/Security

The data collected should be protected from unauthorized access, destruction, disclosure or use through managerial and technical measures

#### 6.5. Limitation of Liability

Users should be notified of any liability limitations regarding access to data.

### 7. EXCEPTIONS/OTHER ISSUES

Any exception to this policy must be approved by organization management, the e-government Steering Committee and by the Nevada State CIO or his designee.

### 8. DEFINITIONS/BACKGROUND

**Executive Branch Organizations** – Includes departments, divisions, agencies, units, commissions, boards or institutions.

**Home Page** - The first page a user will encounter when visiting a web site for the first time through the base URL string.

**Internet** – Worldwide network of networks and computers that are interconnected to communicate with each other through web pages, e-mail and many other services.

**Intranet** – An internal, restricted private network in which access is restricted to those within a company or organization. Intranets provide many of the same services as the Internet including websites and e-mail, but access is allowed only to approve individuals within an organization.

**Links** - Also known as hyper-links. Used to connect one web page to another web page via some form of Hyper-Text Markup Language, whether graphical or text in nature.



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**Personal Information** – Examples of personally identifiable information include:

- Name
- Address
- E-mail address
- Social Security number
- Password
- Bank account information
- Credit/debit card information
- Any combination of data that could be used to identify you such as your birth date, zip code, ethnicity or gender.

**Portal** - A website serving as a common entry point and frequent gateway to information and services.

**Web Page** – Any page located on a web site

**Web Site** - Public set of documents, called pages, developed using some form of Hyper-Text Markup Language (HTML).

<i>Approved By</i>		
Title	Signature	Date
e-government Steering Committee Chair	Signature on File	
NV IT Operations Committee Chair	Signature on File	
Governor/Governor's Representative		

<i>Document History</i>		
Revision	Date	Change
A	11/25/02	Initial release.